

Security Information

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PRESENT SITUATION

1. Microfilming.

- a. OCD started daily microfilming of all incoming single-copy documents in April 1953 (approximately 10% of the total daily intake, or 100 documents averaging five pages each).
- b. Reproduction Division, General Services, develops one reel of negative film from the above. The average time required for this service from pick-up by the Reproduction courier to return of developed film varies greatly. Some rush work is returned within twenty-four hours and reels for routine development vary from two to ten work days in Reproduction.
- c. OCD inspects the developed film and files the film in CIA document control number sequence. In the meantime, the pertinent documents have been disseminated and discovery of defective film necessitates location and recall of documents for a second filming.

2. Reference Service.

- a. Intelligence officers request documents from the CIA Library by CIA control number or by selected subject and/or area. If the latter request is made, an intellofax listing of each document on the subject/area is made by machine and the analyst selects the pertinent document numbers from the bibliographic statement thereon. Intellofax runs on request average between 375 and 400 per month.
- b. Documents charged out of the Library on loan average 9,000 per month. Approximately 40% of the requests for documents (or 6,000) cannot be fulfilled promptly or at all because the reference copy is out on loan, is in Reproduction for printing of additional copies, or is a single-copy document being circulated. Time required for circulation ranges from one to twelve months and in some cases documents are never returned to the Library.
- c. Intelligence officers read on a viewer those documents available on microfilm (3,000 such documents become available per month) and request reproduction of about 250 selected documents per month.
- d. Reproduction Division, General Services, makes prints of documents upon request, from printed copy or from microfilm. Average time required to obtain a print is approximately two weeks, urgent requests can be filled in about one week, and requests involving lengthy or numerous documents sometimes cannot be filled for several months.

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